



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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Job Title: Assistant Counselor

Reports to: Counselor Coordinator

Position Summary

Assistant Counselors are responsible for the physical and emotional well-being of campers. The assistant counselor is responsible for aiding in the supervision, planning and facilitating activities, and guiding campers in personal growth and daily activities. The job of the assistant counselor is to work as a team to oversee all aspects of camper life at camp.

Essential Functions

- Help oversee the well-being of campers in assigned cabin, as well as all cabin functions.
- Provides an environment fostering health and safety for campers, especially regarding:
 - Camper behavior, including physical, emotional, sexual or verbal abuse of others.
 - Diligent use of bug spray and sunscreen
 - Common health ailments (such as coughing, sniffles, fever, rashes, blisters, bug bites, etc.)
 - Maintaining appropriate hygiene, sleep, diet, and hydration
- Review camper information packets prior to the start of each session with co-counselors.
- Aid in planning and conducting cabin activities, accounting for age level of the group and group dynamics.
- Assist in program implementation and supervision during free-choice afternoon programming as assigned and under the guidance of the Program Area Directors.
 - Possess sufficient skill and knowledge at each Program Area so that you may help campers to participate safely (This may be acquired during pre-camp Staff Training).
- Work to keep cabin and camp grounds neat and clean with the participation of campers.
- Attend Saturday and Sunday Staff Circle, and other staff meetings or in-services as requested.
- Commitment to carry out all assigned activities including but not limited to: Campfire Programs, Grace, Flag Raising/Lowering, afternoon announcements, Cabins Quiet, POD, etc.
- Counselors are initially responsible for the facility safety of the cabin to which they are assigned and must ensure that their cabin has the following: fire extinguisher, broom, garbage can, dust pan, first-aid kit, functioning smoke alarm. In addition, windows, lights, fans, and bunks should be in sound repair.
- Complete a "camper letter" for each camper in your cabin and submit to Counselor Coordinator prior to that start of the subsequent session.
- Strive at all times to work as a team with the rest of the Camp Olson staff to provide the greatest possible camp experience to ALL campers EVERY week.
- Participate in all whole-camp activities, and arrive in a timely manner.
- Cooperate amongst all levels of staff and be flexible to special assignments.
 - Staff will be scheduled to work one "weekend duty" to support the transition between sessions.
 - Assistant Counselors will work one week as a kitchen/dish assistant.

Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff



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- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.

Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Assistant Counselors are not to leave Longville without an approved chaperone or with parent permission. Assistant Counselors are expected to live in a cabin with 8-10 campers and 1-2 co-counselors, leading and participating in cabin activities in the morning, working in various program areas in the afternoons, and participating in all-camp activities in the evening.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- An affinity for working with children in a camp setting and desire to be a role model.
- Experience in leadership and working as a team.
- Must be at least 17 years old.
- Must be able to work at least 4 weeks.

Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.



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- Professional discounts through the ACA and ExpertVoice.